

NOTES FROM A PUBLIC WORKS COMMITTEE MEETING HELD TUESDAY, JUNE 1, 2010 – 4:00 P.M. – ROCKVILLE CITY HALL

The meeting was called to order by Mayor Hagen. The following members were found to be present: Mayor Hagen, Council Members, Bill Becker, Jerry Schmitt, Randy Volkmuth & Duane Willenbring. Absent: John Koerber.

Staff Members present were: Rena Weber Administrator/Clerk & Rick Hansen-Public Works Director.

Others present: None

VARIOUS CONCERNS RAISED -

Tom & Peggy Schulz – 21086 County Road 8 – Rena reported that there was an error on the setback from roadway that was published. The correct setback should have been 42.62' from the centerline of County Road 8, not the 59.62 that was shown. Approval was given to correct the error.

Jim Bartelme – 21917 Agate Beach Road – Mr. Bartelme has been expressing quite a bit of concern regarding his neighbor – Terry Pennaz. City staff has done the research on the issues and they should be resolved. Mr. Bartelme is also doing work that will be questioned.

Charles Kinzer – 660 Ptarmigan Drive – A complaint was received regarding stagnant water and excess droppings of soil on city streets. Administrator to follow up with call to Dr. Kinzer.

GRAND LAKE ROAD – ENGINEERING CONTRACT – Mayor Hagen announced that the public works committee meeting had been called for the purpose of reviewing the proposed engineering contract.

Task 1 Design Topographic Survey

Task 2 Preparation of Construction Plans & Specifications

Task 3 Bidding

Additional Services

Assumptions

Fee Schedule – for Tasks 1, 2 & 3 = \$9850.

The Committee discussed the contract in its entirety.

- ◆ Not included – could the contractor provide GPS

Additional Services such as Construction Services - It appeared that there was area that could better be defined for staking, observation & administration.

Rick Hansen reported that this would be nailed down between him and the engineer once the bids come it as there are things that staff can do.

Member Willenbring stated the other way to limit the additional service is to say "not to exceed" this amount. Is it another \$10,000 or \$2,000? Construction services are the one area that needs to be firmed up.

Rena Weber questioned if the first course of tar would be placed this year, with the final wear course next year. Yes.

Motion by Member Volkmuth, second by Mayor Hagen, to recommend approval of the proposed Engineering Contract in the amount of \$9850 for Tasks 1, 2 & 3 with a breakdown of construction services. Motion carried.

80th, 81st & HOLLY AVENUE – Discussion was held regarding whether or not this project should be added to the Grand Lake Road project as an alternate. This way there could be a better bid and yet the city could reject the bid if it came in too high.

Discussion was held regarding the amount of engineering fees that would be charged to this. It was estimated to be about the same as Grand Lake Road and that would not be warranted.

Motion by Member Becker, second by Member Volkmuth, to have staff compile the estimates and send a notice to the residents that in our opinion this is the worst case estimate. If we don't hear from you by a certain date we will consider this a no vote. Motion carried unanimously.

SEWER WORK – Rena Weber asked that consideration be given in seeking bids for sewer work in the off hours. It has been some time and this should be addressed.

Motion by Member Volkmuth, second by Member Willenbring, to authorize seeking of bids for this service reserving the right to reject any and all bids. Motion carried.

ADJOURNMENT – ***Motion by Member Becker, second by Member Volkmuth, to adjourn the meeting at 4:40 p.m. Motion carried.***

HR meeting 6/9/10 - 5:00 p.m.

Submitted by Rena Weber
Administrator/Clerk

NOTES FROM A PERSONNEL COMMITTEE MEETING HELD WEDNESDAY, JUNE 9, 2010 – ROCKVILLE CITY HALL – 5:00 P.M.

The meeting was called to order by Chair Randy Volkmuth. Roll Call was taken and the following members were found to be present: Chair Volkmuth, Bill Becker, Mayor Hagen, Susan Palmer & Duane Willenbring. Absent: None

Also present: Administrator/Clerk Rena Weber.

PERSONNEL ISSUES – Chair Volkmuth reported the meeting had been called for the purpose of discussing staffing issues.

Chair Volkmuth stated that we did not replace the Finance person and felt that a bonus should be given to the remaining office staff and suggested this be done in two facets.

- ◆ Decide if the finances have been handled in a good manner – they have been handled very well
- ◆ Increase on June 30th
- ◆ Increase on December 31st

Rena 500 and 500

Judy 250 and 250

Cindy – 80% of 250 = 200

Rena Weber suggested that a % be given as opposed to a set amount. This would affect the pay equity report.

Member Palmer expressed concern that this is not what she really wanted, but she also wants to assess job descriptions in December if we decide to continue this way. What are the skills that we need? It may be working, but this needs to be watched.

Motion by Member Becker, second by Member Palmer, to recommend a 1% increase effective 6/30/10 and an additional 1% effective 12/21/10 contingent upon review at that time. Also, re-evaluate job descriptions of the three Administrative Staff. Motion carried.

TRAVIS ROTHSTEIN – REQUEST TO HAVE VERBAL REPRIMAND REMOVED FROM HIS FILE – Duane Willenbring reported that Travis Rothstein contacted him on Sunday afternoon and gave him a written request to have a verbal reprimand removed from his personnel file.

Rena Weber cited the letter that was sent to Mr. Rothstein last year and with it being verbal there is nothing to remove; however, he keeps bringing this up so he is building a file.

Mr. Rothstein did not follow the proper steps by going to a council member in this case. Member Willenbring will report back to Mr. Rothstein that we brought it up and nothing is going to change.

Sewer work – Discussion was held regarding sewer work and the need to obtain prices for the work since it has been a few years. Mayor Hagen suggested that we get two prices – one for electrical and one for sewer.

ADJOURNMENT – Motion by Member Becker, second by Member Willenbring, to adjourn the meeting at 5:26 p.m. Motion carried.

Submitted by Rena Weber-CMC
Administrator/Clerk

NOTES FROM A FINANCE COMMITTEE MEETING HELD WEDNESDAY, MAY 19, 2010 – 8:15 P.M. – ROCKVILLE CITY HALL

The meeting was called to order by Chair Susan Palmer. Roll Call was taken and the following members were found to be present: Chair Palmer, Mayor Hagen, Randy Volkmuth and alternate Duane Willenbring. Absent: John Koerber

Staff members present: Administrator/Clerk: Rena Weber, Councilor Jerry Schmitt

APPROVE RECONCILIATION – Chair Palmer presented the April 2010 check reconciliation report for approval. This is being done so that the council has more knowledge of the financial status of the city.

Motion by Member Volkmuth, second by Chair Palmer, to recommend approval of the financial report for April 2010 as presented. (see attached report)

AYES: Hagen, Palmer, Volkmuth & Willenbring

Motion passed on a 4 to 0 vote.

INVESTMENTS – Rena Weber informed the committee that two of the banks where we had investments with were shut down by the Federal Government. The good news is that FDIC works – the city got back the money that was invested in the two banks plus interest to the date of closing. The reason for the reduction of value in the investments is due to the market and also the timing of the receipt of the money from the two closed banks. The two closed banks are:

Amcore Bank

Western Bank of Puerto Rico

In addition Capital One NA Virginia will come due on 5/26/10. The decision was made to reinvest all of this money with:

\$200,000 – Federal Home Loan Bank (step up) interest steps up

\$100,000 - Fannie Mae government securities – 5 year at 3.0% interest

ADJOURNMENT – ***Motion by Member Volkmuth, second by Mayor Hagen to adjourn the meeting at 8:20 p.m. Motion carried unanimously.***

NEXT MEETING – 6/16/10 at 5:45 P.M.

Submitted by Rena Weber
Administrator/Clerk

Rockville Park & Recreation Board

Minutes of March 4, 2001 Meeting

Meeting called to order at 7:10pm

Present: Scott, Lori, Steve, Dale, John, Paul

1. Feb. meeting minutes were approved with a motion by Steve and a second by John.
2. Trails Update: In Eagle Park there is an eroded area that Joe M will be filling in, we should remove some old fencing along the river, we are planning on a spring burn if conditions are met. After the burn, more seeds could be planted, and get some "wet area" plants. Rick should take advantage of Pauls expertise in weed control before doing any spraying in the city parks. The MN bonding bill is still undecided which includes money for the Rocori Trail. A suggestion came up to start an email list of people who would like to be notified when volunteer opportunities arise. Another idea is to have a Biathlon (bike/run) for kids near Eagle Park, and then run the trail in the park.
3. Ball Program: Sign up is Sat. March 27. We decided on a deadline of April 23rd, and after that there will be a \$10.00 late fee. Steve filled out an application for a Stearns Electric Grant for ball equipment. He is working out details for the Softball tournament. One of the concession stand workers from last year is not coming back and the other is undecided. An ad will be placed online and the C. S. Record. Any workers selling beer must get training. We need to increase the beer prices this year. Steve will measure the section of outfield fence still needing the fence protector and get that ordered.
4. John checked into a grant that Stearns Bank offers. We need to write up a letter of current projects and try to apply for some of this money.
5. We received a thank you card from the Cold Spring Food Shelf for the donations made from Santa Day.
6. The Kiddie Tractor Pull organization made some changes. Our quote for this years event is \$540.00. He has us reserved for July 10th, and wants a \$100.00 deposit sent in.
7. At the community park rink, the nets are put away, & the shed is locked up. We need to find a way to keep snowmobiles out of this area- maybe a snow fence?
8. The granite sign for "Glenn's Field" is ready, we just need to get some metal brackets to hang it with.
9. The resident who had asked about a rink in Lions Park wanted to know what is happening with that. We let him know all we had been trying to do this year, but had no luck. We will continue to pursue this.
10. Easter Egg Hunt is set for Sat. April 3rd at 10:00. Lori will call Marie I. to see if she wants to be our Easter Bunny again this year. Lori & Dale will check into pop donations. Paul will check into getting a better deal on our candy to stuff eggs from Target. Lori will get prizes ordered for the treat bags. Lori & Suzanne will get prizes and then make up the grand prize baskets. John will check on getting chips donated, otherwise Lori will get a gift card from Cash Wise to put towards that purchase. Lori will do a flyer to hand out at

John Clark Elem. School, and John will pass them around the Pleasant Lake area. We will plan & prepare for approx. 220 kids this year.

11. John made a motion to adjourn, with a second by Dale.

Meeting adjourned at 9:10

Next Meeting will be held at the old Pleasant Lake City Hall at 6:00, on Thurs. April 1st. We will have our regular meeting, and then stuff the plastic Easter eggs, and make up the treat bags.

Respectfully submitted by Lori Anderson

Rockville Park & Recreation Board

Minutes of April 1, 2010 Meeting

Meeting called to order by Chair-Scott at 6:30pm

Present: Scott, Lori, Steve, John, Paul

1. This meeting was held at the old Pleasant Lake City Hall. We conducted our regular meeting and then did Easter Egg Hunt preparations.
2. The March meeting minutes were approved with a motion by John and a second by Paul.
3. The Trails meeting for this month was postponed to 1 week later (April 8th).
4. Ball Program: Steve said the sign-up on Saturday went pretty well. Will probably need 2 major SB teams – so we will need equipment for that second team. We did get a \$100.00 grant from Stearns Electric. We still need a few more to sign up to complete some teams. The adult league is not all finalized yet either. Two people did apply for the concession stand worker jobs – Steve and Rena will interview them.
5. In the next newsletter we will put a notice to start a “Volunteer email list” in which to notify people when volunteer opportunities arise. We should also put this in the Cold Spring Record.
6. We are sending in the \$100.00 deposit for the Kiddie Tractor Pull. This year the fee does include the medallions for the prizes.
7. We got estimates of \$4875.00 to rip up and re-tar the Cypress path, or \$11,325.00 to rip up, re-tar, and widen it to 8 feet. The path by Chestnut Street is a sidewalk – so should be the responsibility of the City.
8. The path around Lions Park should be redone within the next few weeks.
9. Rick will wait to hear from us, or the Trails comm. before doing any weed control.
10. Paul checked into the Fire dept. equipment available to do prairie burns. They do not have all the proper equipment needed – but do have back packs and their heavy suits. Paul will help organize some training for them.
11. Easter Egg Hunt: Flyers went out to John Clark elem., around the Pleasant Lake area, and was in the newsletter, and on Channel 10. After the Easter Egg Hunt we should make sure a thank you is in the Cold Spring for the donations received. This would include Viking Coke, Cash Wise, Kohl’s, Paul & Alice Wirth, Rockville Lions, Park Board.
12. Paul made a request to have a jar at the Easter Egg Hunt for donations for the PLAHA fireworks fund. This was approved by the board.
13. A motion to adjourn was made by Lori, with a second by John.

The meeting part of tonight adjourned at 7:10pm. This was followed by stuffing 1000 plastic eggs with chocolate eggs, and making up the prize bags, and decorating. We had help from some Kohl’s volunteers and some Rockville Royalty. Saturday is the Easter Egg Hunt!

Next Meeting is Thurs. May 6th, at 7:00 at City Hall

Respectfully Submitted by Lori Anderson

2010 Easter Egg Hunt Summary

- Held Sat. April 3, 10:00am at the old Pleasant Lake City Hall.
- Lori Anderson and Suzanne Stenseth chaired this event.
- We had 200 kids! It was sunny, but cool & windy.
- We had prepared 232 prize bags. Each bag had a can of pop, bag of chips, bunny sucker, mint, plastic slinky, porcupine ball, and a small activity book.
- We collected 185 lbs. of food for the food shelf. (and the extra prize bags)
- Marie Imholte was our Easter Bunny; she handed out fruit snacks (we ran out).
- On Thursday evening The Park Board had help from the Rockville royalty, some family members, and some volunteers from Kohl's to stuff the plastic eggs with chocolate eggs. We also made up the prize bags, and decorated.
- We made up 1000 eggs. 400 for 0-4 age gr., 400 for 5-7 age gr., and 300 for 8-10 age gr.
- There were gold eggs for the grand prizes. 6 Big stuffed bunnies for the youngest kids, 5 large baskets filled with toys & goodies for the mid-age group, and 4 prizes of 2 movie tickets for the oldest kids.
- Scott had a better microphone system this year, and we could hear much better.
- The Rockville Royalty helped work at the Easter Egg Hunt also.
- Donations for this event include: a \$500.00 Kohl's grant, the pop from Viking Coke, a \$25.00 gift card from Cash Wise (towards the chips), and the candy for the eggs was donated this year by Paul & Alice Wirth.
- Expenses: The total spent this year was \$ 498.40. This includes the bunny costume rental, the items needed to make up the grand prize baskets, the movie tickets, the items for in each prize bag. This also includes purchases for next year, such as more plastic eggs, 6 large stuffed bunnies, baskets for grand prizes (we buy these things now on sale after Easter!
- One issue we have is parents trying to get the gold eggs, and not letting the kids do it themselves.
- The PLAHA had a donation jar by the steps to collect for the Fireworks Fund.

Inventory: 16 little plastic slinky's
16 little porcupine balls
4 basket bags
Partial rolls of stickers
2 bags of Easter grass

Then bought for next year: 6 big stuffed bunnies, 5 big baskets, 5 small stuffed bunnies,
4 small baskets, more plastic eggs, Easter grass, decorations.

Submitted by Lori Anderson